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ABSTRACT

This manual defines basic computer terminology and presents sign language gestures for the terms. The manual uses the Atlanta Area School for the Deaf's Manually Coded English Sign Language System, a compilation of signs derived from Signing Exact English and American Sign Language; it also indicates those instances where fingerspelling is required. The 173 terms, covering such areas as programming languages, computer hardware, word processing, and computer functions, are entered in alphabetical order, and except for terms that are fingerspelled, such as REM and GOTO, each term is illustrated with a line drawing of a person making the sign for that term and (where appropriate) of the object being defined. (CB)

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Sign On To Computers

A Dictionary of Computer Signs

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This manual follows the Atlanta Area School for the Deaf philosophy of using the Manually Coded English (MCE) Sign Language System. AASD's MCE is a compilation of signs derived from Signing Exact English (SEE) and American Sign Language (ASL).

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Sign On To Computers

A Dictionary of Computer Signs

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EC191754

ASCII

Short for American Standard Code for Information Interchange. Computers read English words, numbers and symbols as binary numbers (1,0). *ASCII* translates these binary numbers into a simpler code. The binary code for W is 01010111. The *ASCII* code is 57.

Fingerspell
A-S-C-I-I

Letter	Binary Code	ASCII Code
W	01010111	57

Backup

A duplicate copy of a program or data on a separate disk. *Backup* copies are made in case the original data is lost or damaged.

- Extended-A thumb moves back over shoulder
- Palm-out U moves up

BASIC

Short for Beginners' All-Purpose Symbolic Instruction Code. *BASIC* is a popular computer language that lets the user communicate easily with the computer. BASIC uses English words such as *print, if, then, and, for, end* and *list.*

- B circles under palm
- Palm-out C

] 10 PRINT "This is a BASIC Program."
] 20 PRINT "Created by AASD."
] 30 END

Binary

Binary refers to a system that uses only two numbers, 0 and 1. Computers use 0 and 1 to switch a circuit on or off.

01

Fingerspell

B-I-N-A-R-Y

Bit

Short for binary digit. A *bit* is the smallest unit of data, either 0 or 1, that a computer can read or understand. Usually *bits* are in groups of eight. Each group stands for a letter, number or symbol. Eight *bits* is called a byte.

1

Fingerspell

B-I-T

Blank

Empty, vacant or bare. An unused disk or a disk from which all the information has been erased is referred to as a *blank* disk.

- Bent middle finger of 5-hand draws a line in the air

Blink

To flash on and off. A computer cursor sometimes *blinks.*

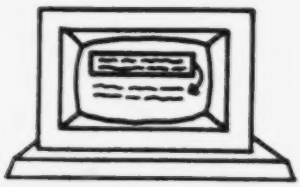
- Hands stationary at eyes, shut and open thumbs and fingers of L's

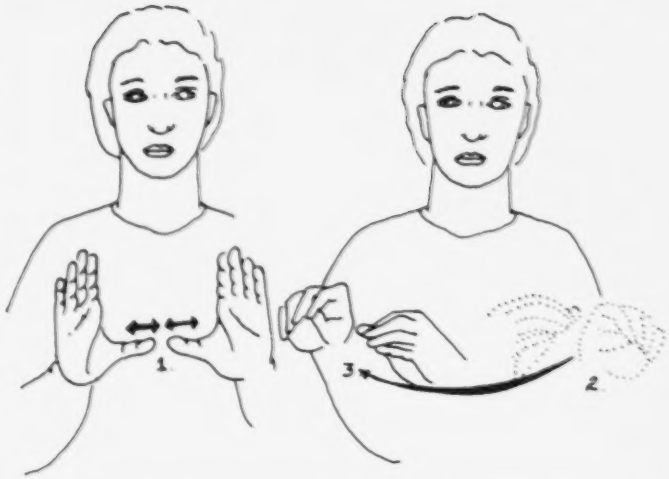
6

Block Move

In word processing applications, a *block move* command allows the operator to move an entire block of text from one location to another on the screen. The *block move* command tells the computer to take a designated block of copy off the screen and keep it in short term memory until it is recalled in a different location.

- Thumb-tips of flat hands, palms out, tap
- Palm-down flat O's arc to side





Bomb

To break down, cave in or collapse. In computer slang, a program *bombs*, or does not work as expected, when it contains errors.

- S-hand under flat hand drops, opening to 5

Boot

To *boot* or *boot up* means to turn the computer on and get it ready to work. This requires loading a program into memory from a disk. The program is said to "pull itself in by its own bootstraps;" hence the term bootstrapping or booting.

Fingerspell

B-O-O-T

Buffer

A temporary storage area within a single piece of equipment or inserted between two pieces of equipment, such as a microcomputer and a printer. An intermediate *buffer* may help slow down or speed up the transfer of information between the two devices.

■ Flat hand jiggles inside palm-up C

Bug

A mistake made in programming a computer that causes a program to work incorrectly.

■ 3-hand on nose; fingers bend repeatedly

Byte

A unit made up of eight bits. A *byte* is the same as one character of information in English, such as a letter, number or symbol.

■ B-hand slides down left palm

01010111 = W

8

Cable

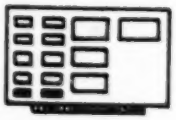
A protected bundle of wires used to connect machines.

- C moves away from thumb of other C in wavy motion

Card

A printed circuit board that plugs into the computer. A *card* has circuitry that tells the computer how to perform specific functions, such as operating a printer or expanding the memory.

- C grasps other hand, slides back and forth



Catalog

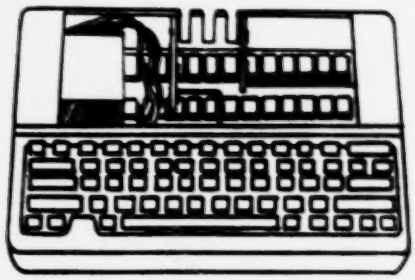
A list of all files stored on a disk. A *catalog* is sometimes called a directory. A user may display a *catalog* on the screen by entering a command.

- Palm-up C slides forward and off side of palm-to-side hand

Central Processing Unit

The part of a computer that performs calculations, interprets (understands) instructions, stores data, and controls the operations of a computer.

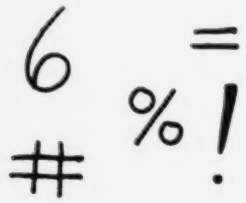
Fingerspell
C-P-U



Character

A letter, number, punctuation mark or other written symbol.

■ C circles clockwise, then touches on side of chest



Chip

A tiny electronic component (part) that contains many printed circuits. *Chips* perform specific functions within the computer. The invention of the *chip* made microcomputers possible. Microcomputers can perform many operations with incredible speed.

■ C arcs down and up, hitting side of index with thumb

10

Circuit

A path through which electricity flows. There are thousands of circuits in a computer.

- Little finger circles near thumb and index of palm-out C

Clear

To remove or erase. A *clear* command allows the user to remove information from the monitor screen or to clear the computer memory.

- Flat-O's touching, open to 5-hands

Combine

To merge (join) several things together.

- 5-hands, palms-in, move together, meshing fingers to point in

Comma

A symbol used to separate items in a list. The *comma* is used as a command in BASIC programming.

- Bent index finger twists to make comma near other palm

,

] 10 PLOT 0, 39

Command

Words or symbols that tell the computer to start, stop or continue an operation.

- Index at chin twists to palm-out C, and moves sharply to palm-down

Computer

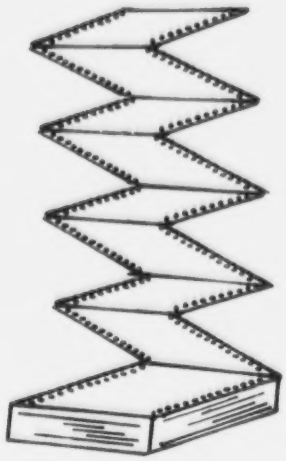
An electronic machine for organizing, processing, and storing data at a very high speed.

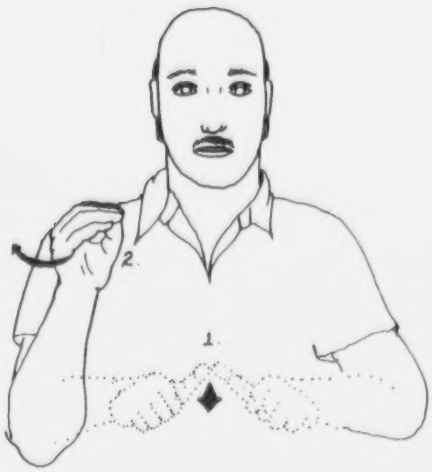
- C bounces up forearm
- R, palm-out

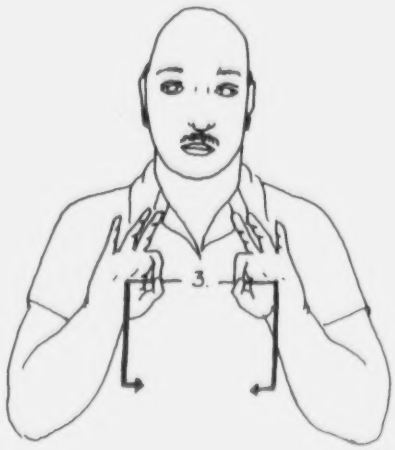
Continuous Form

Paper used in a computer printer that extends in length for many pages. Each page is connected by perforations and can be separated at that point. The paper usually has holes on each side to pull it through the printer. *Continuous form* paper is sometimes called "fan fold paper."

- Thumb of extended A on thumb of other hand, both move forward
- Palm-in O turns to palm-out O
- Palm-out F-hands outline form







Control

To manage or govern computer program functions. On most computer keyboards, the *control* key is used with another key to perform various functions.

- X-hands alternately move forward and back

Cord

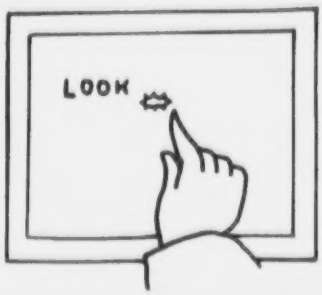
A pair of covered wires with fittings to connect machines.

■ I-hand wiggles down and to side from C

Cursor

A lighted or blinking symbol on the computer's video screen. It moves across the screen and indicates where the next character will appear.

■ Thumb and index touch, moving in two small arcs to the right



Data

Information (numbers, facts, letters, symbols, etc.) to be processed, maintained or produced by a micro-computer.

■ D-handshape at forehead moves forward and down, opening to palm-up
OR
□ Fingerspell D-A-T-A

Data Base

A collection of information (*data*) organized in a way that can be processed by a computer system.

- ■ D-handshape at forehead moves forward and down, opening to palm-up
- ■ B circles under palm

OR

- ☐ Fingerspell D-B

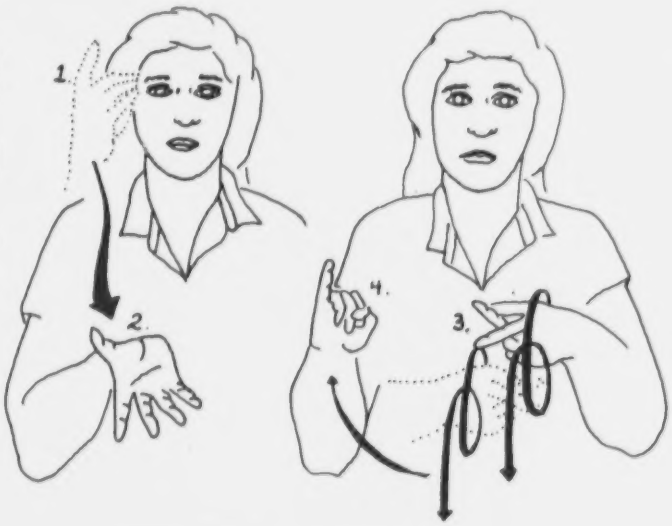
Data Processing

Converting (changing) information (data) into a useable or storable form. Business uses are inventory control, payroll and general accounting.

- ■ D-handshape at forehead moves forward and down, opening to palm-up
- ■ P's circle over each other while moving forward
- ■ Palm-in, I-hand twists in slight downward arc to right, ending palm-out

OR

- ☐ Fingerspell D-P



Debug

The process of locating and correcting errors or malfunctions in a computer program.

- ■ Fingerspell D-E
- ■ 3-hand on nose, fingers bend repeatedly

Fingerspell

D-E +

Default

The value of a specification in a program that is predetermined (already set). When no change is made to this value, the program automatically uses the preset *default* value.

Fingerspell

D-E-F-A-U-L-T

Delete

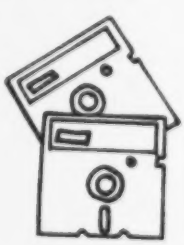
To take out, remove or omit. Most keyboards have a *delete* key that allows the user to remove or erase a character from the screen.

■ Thumb and index closed at other index, flick open

Disk

A magnetic piece of plastic that is flat and circular and looks like a phonograph record. A *disk* rotates at high speeds in a device called a drive. Computer program instructions and data are recorded (stored) on a *disk*. There are two types of *disks:* hard and floppy.

■ D-hand circles over palm



Disk Operating System

A set of program instructions that allows the computer to control the operation of one or more disk drives. The *Disk Operating System* is used to manage disk files.

- D-hand circles over palm
- Palm-out O arcs side-to-side, hitting back of left S
- Palm-in, I-hand twists in slight downward arc to side, ending palm-out
- S-hands move forward-left, back, then forward-right

OR

☐ Fingerspell D-O-S

Diskette

A term used for the small (5¼") flexible disks used with some disk drives.

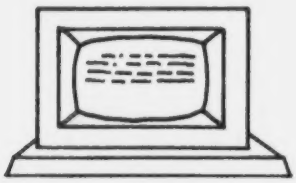
- D-handshape circles over palm
- Fingerspell E-T-T-E

\+ **Fingerspell E-T-T-E**

Display

An output device used to show visual data to the reader for examination. The *display* stores data temporarily (a short time). The *display* is also called a monitor or CRT.

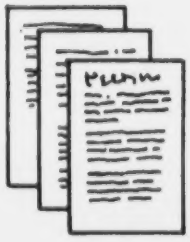
- Thumb and fingers of D on palm of hand, then circle both hands horizontally

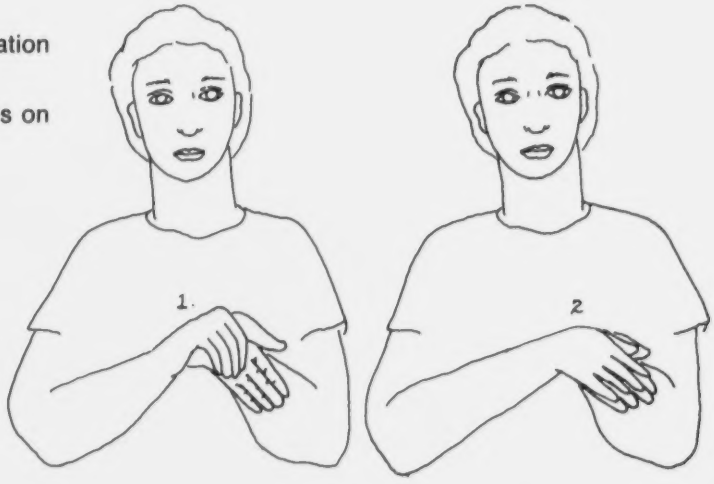


Document

Something written or printed that gives information or proof of fact.

- Flat-O handshape in palm opens and flattens on palm





Dot Matrix

A type of printing that makes characters out of tiny dots; a fast and less costly (cheaper) style than letter quality style.

- D moves forward to make dot
- Fingerspell M-A-T-R-I-X

DOT MATRIX
DOT MATRIX
DOT MATRIX
DOT MATRIX

+
Fingerspell
M-A-T-R-I-X

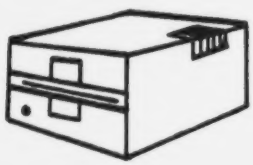
Drive

A device used with a computer to input and output data and programs stored on a diskette. A *disk drive* "reads" and "writes" information on the surface of a magnetic disk.

■ S-hands grasp invisible wheel, then steer

OR

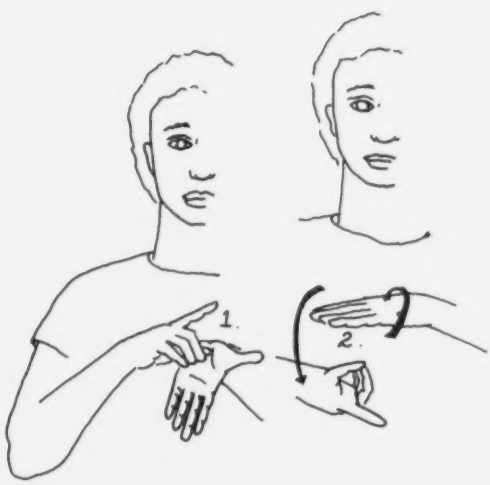
☐ Fingerspell D-R-I-V-E



Dump

To empty out, throw out or transfer information to another device. You can *dump* the program (throw out the program) or *dump* the graphics to the printer (move the graphics program to the printer for printout).

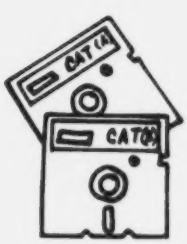
■ Palm-up to palm-down hand dumps D off palm



Duplicate

To make an exact copy.

■ Palm-out D closes down to flat-O on other palm



Edit

To change or revise information to the desired form or format.

- E makes check mark over other palm

Editor

A software program or part of a program that enables a user to insert, delete or change text. The program is called the text editor in word processing applications.

- E makes check mark over other palm
- R, palm-out

End

A command in BASIC programming which tells the computer that the program instructions have been completed (finished).

- Palm-out E slides along side of other hand and down fingertips

Enter

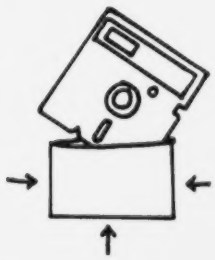
To put information into a computer by typing the information and then pressing the RETURN or ENTER key. This tells the computer that the information is complete.

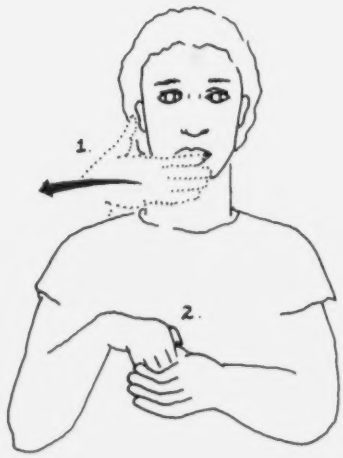
- Palm-down flat hand arcs down under horizontal palm of other hand

Envelope

A removable protective paper sleeve used when handling or storing a disk. It must be removed before inserting the disk into a disk drive. An envelope is different from a disk jacket.

- Flat hand passes under lip and inserts in other flat hand





Error

A mistake, incorrect step or process in programming. Many computers will display or print an *error* message to help the user debug the program.

- With side of E, hit chin lightly twice

Escape

To get out of or leave the computer operation going on at the moment. This is usually done with the *ESCAPE* key.

- Index finger between fingers of other hand "escapes" sharply to side

Execute

A computer *executes* a program by carrying out (doing) the instructions given to it by the program.

- Flat hand brushes underside of other hand in two or more outward movements

Exit

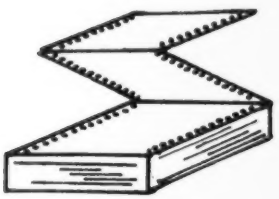
To leave or quit the computer operation or program.

- E rises toward body from under palm

Fan Fold Paper

Paper which comes in one continuous (without stopping) form with small holes on each side to pull it through the printer. Each page is connected by perforations.

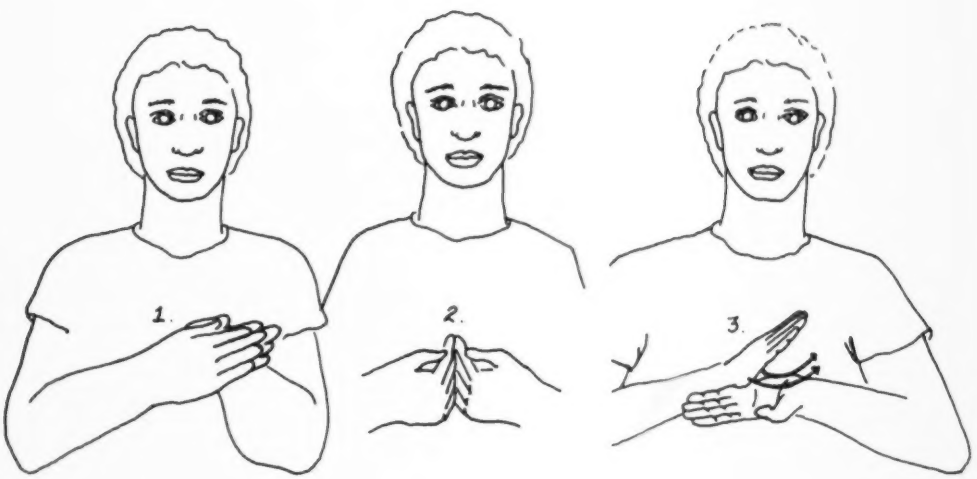
- Fingerspell F-A-N
- Flat hands press together, then fingers collapse
- Palm-down heel brushes across palm-up other heel slightly to side, then repeat



Fingerspell

F-A-N

+



File

A collection of related information stored on a disk.

- Side of F-hand slides toward other wrist along each finger

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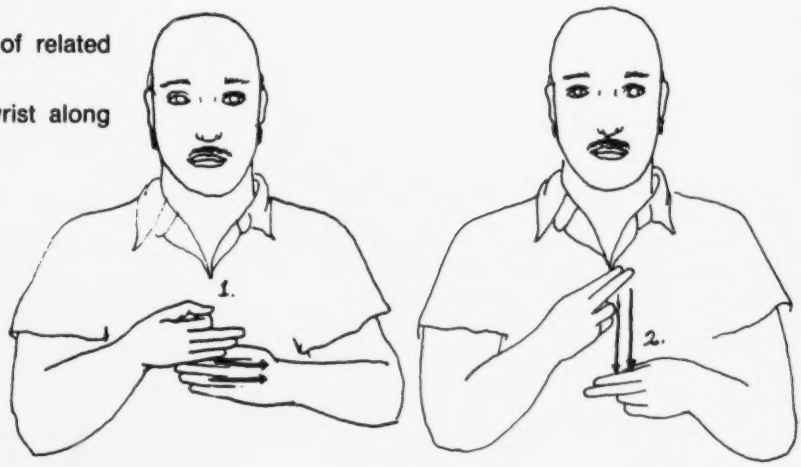
File Name

The name given to a file (a collection of related information).

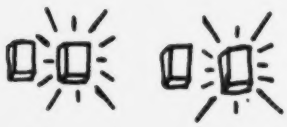
- Side of F-hand slides toward other wrist along each finger
- H taps on other H twice at right angles



Flashing

A light that goes on and off repeatedly (several times). An image (picture) on the screen or a cursor might *flash.*

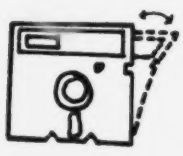
- Flat-O and 5-hand open and close supported on index, and repeat
- Palm-in, I-hand twists in slight downward arc to side, ending palm-out

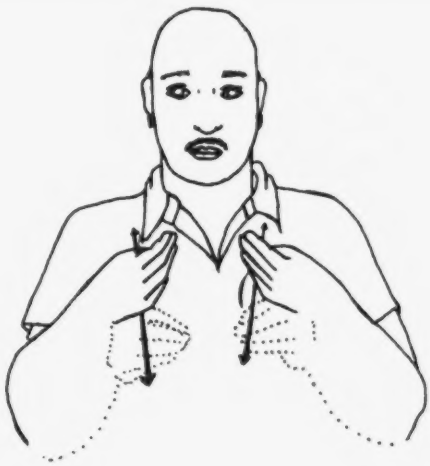


Floppy

Flexible, not hard or firm. Some computers use *floppy* disks. They are often called "floppies."

- Flat O-hands alternately make small rapid nodding movements





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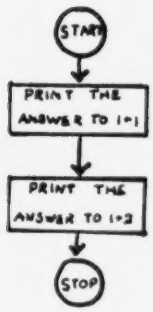
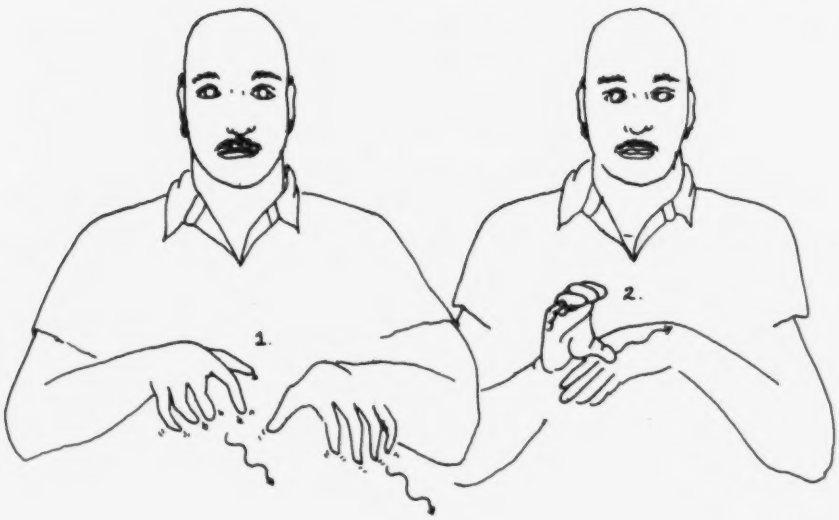
Flowchart

A drawing made by a programmer showing all the different steps (operations) that will be done in a program. A *flowchart* is helpful in planning how to write a program.

- One hand behind other, fingers flutter; hands flow toward side
- Thumb of C draws wavy line backwards on back of hand





Font

A collection of printing characters all designed in the same style, including the alphabet, numbers, punctuation marks and special symbols.

Fingerspell

F-O-N-T

Footer

A line of text printed at the bottom of each page in a report or manuscript. This text contains identifying information.

- F-hand moves down past flat wrist
- R, palm-out

Format

Format is the arrangement of text or the layout of written data on a typed page, but it can also mean to prepare a blank magnetic disk for receiving information by dividing its surface into tracks and sectors (separate parts).

- F-hand circles in front of other palm and is placed against it

Function

To perform a specific task or job (operation). Used in BASIC programming to perform arithmetic calculations. In word processing applications *function* keys may cause words to be deleted or do other actions.

- Palm-out F arcs side-to-side, hitting back of other S-hand

Game

An organized way of playing. A *game* has structure and rules.

- G-hands, one palm-out, one palm-in, swing back and forth, pivoting at wrists

Global Search

In word processing applications, a procedure that searches for a character, word or phrase each time it is used within a file. A *global search* frees the user from performing the search manually.

- 2 G's separate, outline globe and touch again
- Fingerspell L
- Palm to side C-hand makes several circles in front of face

GOTO

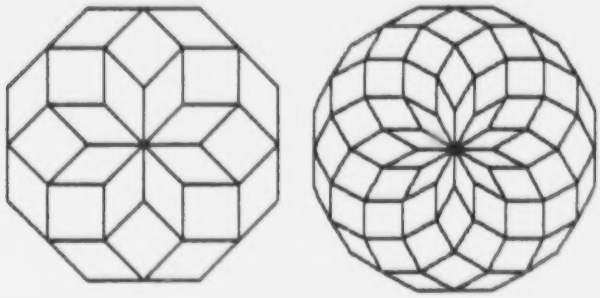
A BASIC programming command that tells a computer to *go to* another statement in the program.

Fingerspell
G-O-T-O

Graphic

Information presented in the form of a picture or image.

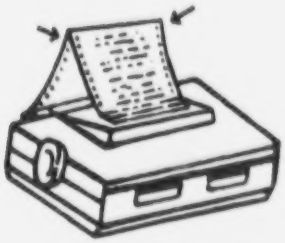
- G draws a cross on other palm
- Fingerspell C



Hard Copy

Information printed on paper by a computer. Also called a computer printout.

- Palms-in, bent-V hits other bent-V
- Palm-down 5 arcs back to make a flat-O on other palm



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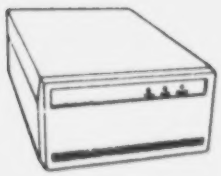
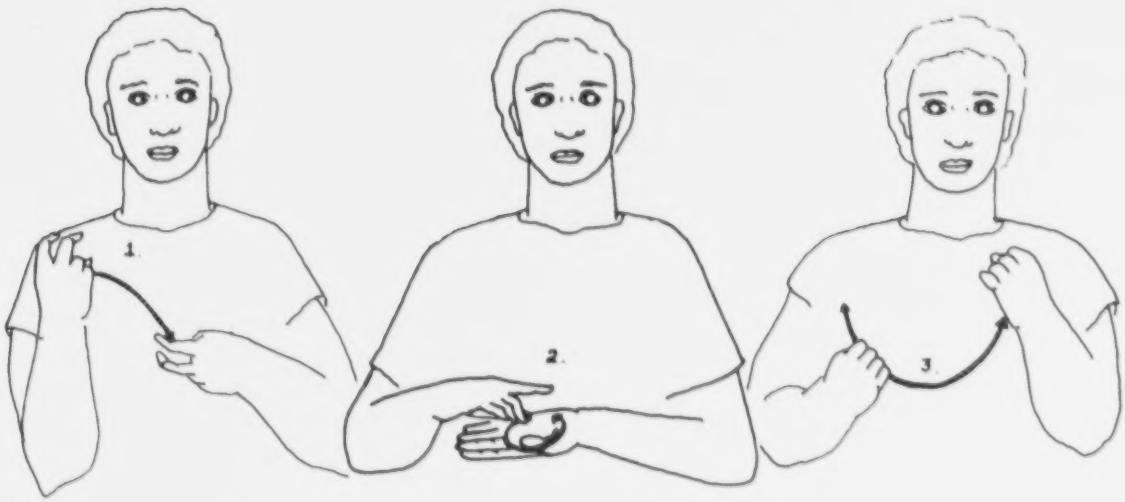
Hard Disk Drive

A device used with a computer to input and output data and programs from an enclosed magnetic disk. This disk cannot be removed from the drive. *Hard disk drives* can store more information than floppy disk drives. Many computers can use the same *hard disk drive* at the same time.

- Palms-in, bent-V hits bent-V
- D-hand circles over palm
- S-hands grasp invisible wheel, then steer





Hardware

The physical components (parts) of a computer system, such as the microprocessor, disk drive and printer.

- Palms-in, bent-V hits other bent-V
- Palm-up W arcs slightly up and down to side

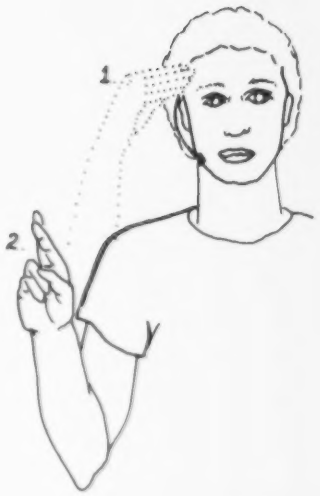
OR

☐ Fingerspell H-W

Header

A line of text printed at the top of each page in a report, manuscript or other printed document. This text contains identifying information.

- Fingertips of bent hand touch temple, then jaw
- R, palm-out



Home

A command that tells a computer to erase all information from the monitor. When the computer follows this command, the screen goes blank or is cleared.

- Flat-O fingertips on chin; move to become flat palm on cheek

Horizontal

A command that tells a computer to light a *horizontal* line on the monitor. The *horizontal* command is used in programming graphics. It is sometimes referred to as the HLIN.

- Palm-in H moves along flat arm to side
- Fingerspell L

30

Initialize

To set up or prepare a blank disk to receive information by dividing its surface into tracks and sectors (formatting). Also can mean to return a microcomputer to its original state (default values) when a program is first run.

- Index on wrist of palm-out I, twist index
- I's resting one on the other, pivot as in "make"

Input

Information transferred (put) into a microcomputer from some external source, such as a disk drive or keyboard.

- Fingertips of flat-O enter other O
- Flat-O moves forward to put something down

Input/Output

The act of transferring information into and out of a computer.

Fingerspell

I-O

Insert

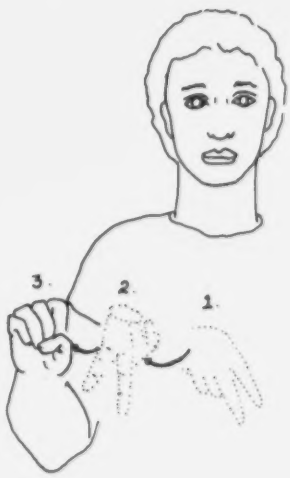
To add characters, words, sentences or paragraphs within a group of characters without disturbing the characters on either side.

- Palm-down hand slides in between index and middle fingers

Inverse

The opposite of something. An *inverse* display of text on a computer screen shows up as black dot matrix letters on a white background instead of the usual white letters on a black background.

- Palm-down V swings over to palm-up
- Fingerspell E



Jacket

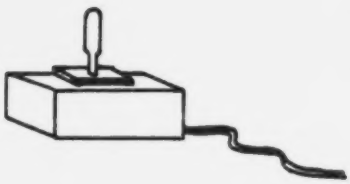
A permanent protective covering for a disk, usually made of black paper or plastic. A disk is never removed from its *jacket*, even when inserted into a disk drive. Different from a disk envelope or disk sleeve.

- Palm-in I-fingertips draw lapels down chest

Joystick

A handle or lever used to move the cursor or an image around on the screen. Usually used when playing games or designing graphic images.

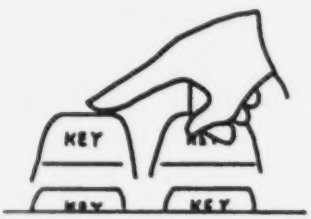
- Shake fist in other palm



Key

A small device on the computer that conveys (sends) specific information to the CPU. Each letter of the alphabet has one *key* that sends that letter (or code) to the CPU for processing.

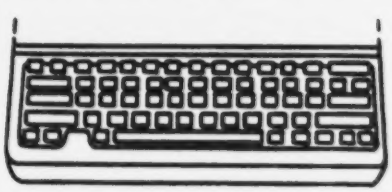
- X twists on other palm

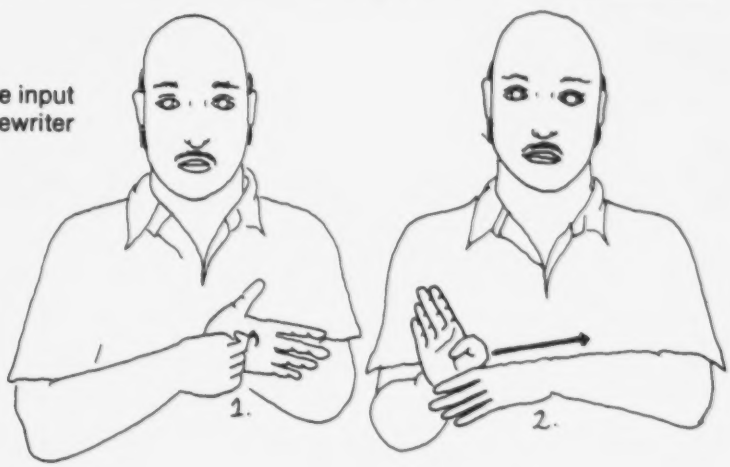


Keyboard

A computer's main input device that allows the input of character information. Looks like a typewriter *keyboard*.

- X twists on other palm
- Palm-out B moves along other arm



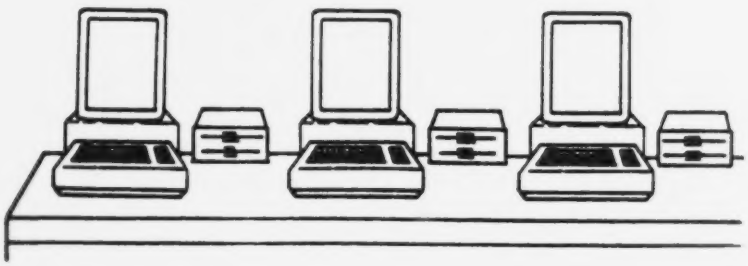


Lab

A place providing the opportunity for experimentation or practice in a field of study, such as computer technology. A computer *lab* is equipped with many computers and software.

Fingerspell

L-A-B



Language

A systematic and structured way of communicating through the use of characters. Some examples of programming *languages* are BASIC, LOGO, FORTRAN, COBOL and PASCAL.

- Thumbtips of palm-down L's touch, then separate, shaking slightly

Layout

The arrangement of information on a page.

- Set back of palm-up V on back of other hand
- Flat O-hand pulls out from palm-to-side C

Let

A BASIC programming command that gives a value to a variable. An example of a programming statement using this command is: LET C = 8.

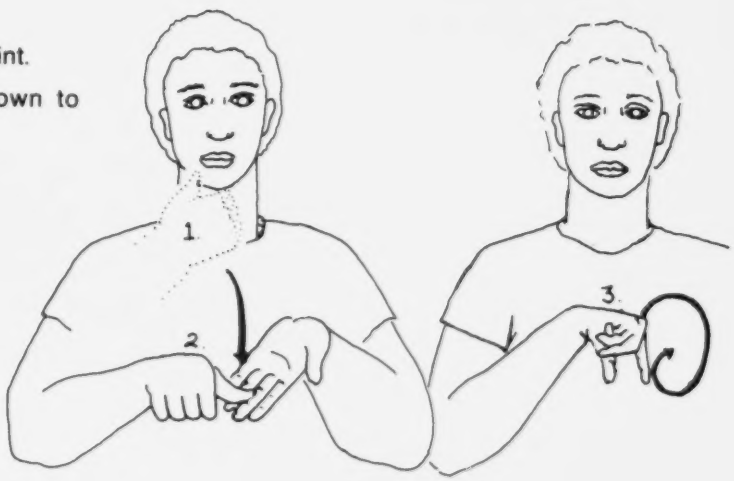
- L-hands face each other, pointing down, then swing to point forward

Letter Quality

A type of printing that looks like typewriter print.

- Extended A-thumb at mouth moves down to touch palm-up other palm
- Q-hand circles heart clockwise on chest

This is an example of letter quality copy.

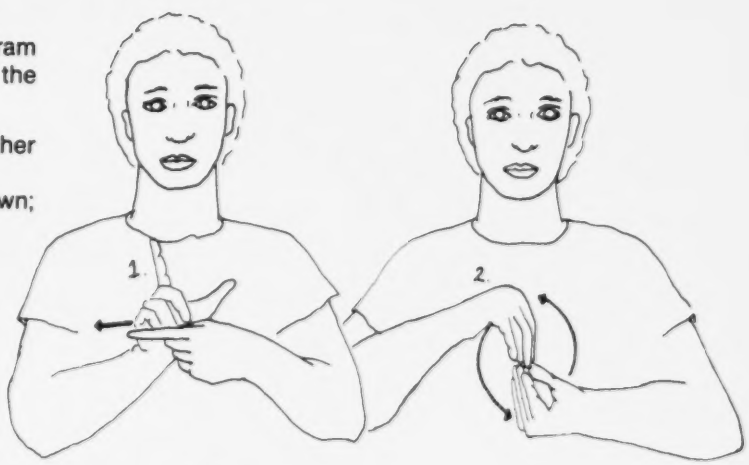


Line Number

A number typed in front of each BASIC program statement which indicates the statement order to the computer.

- Palm-out L slides along and off side of other index
- Flat O-tips touch, one palm-up, one palm-down; reverse; repeat

] 10
] 20
] 30
] 40



List

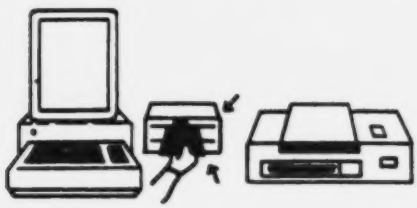
A command that tells the computer to display all program statements or data.

- Bent hand moves down other palm

Load

To move information, such as a program or data files, from a storage device (disk) into the computer's memory for use.

- Palm-up L flips to palm-down on other palm-down L



Log Off

To stop the flow of information between a central computer and a computer terminal by using a special command. A user should always remember to *log off* before leaving a terminal.

- Fingerspell L-O-G
- Palm on back of other hand; lift off

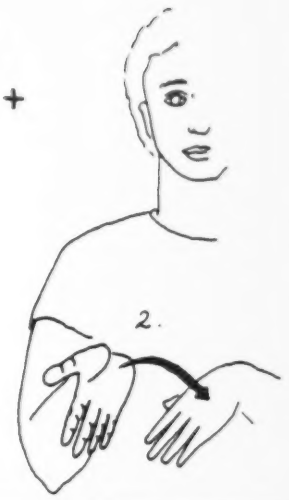
Fingerspell
L-O-G +

Log On

To enter a special command, which may be your name or user I.D. number. A user must *log on* to a terminal in order to communicate with a central computer.

- Fingerspell L-O-G
- Palm touches back of other hand

Fingerspell
L-O-G +



Logic

In microcomputer programming, *logic* is the process of breaking down a problem into steps that can be answered "yes" or "no" (binary numbers 1, 0). Once this is done, a computer can carry out the operations necessary to solve the problem.

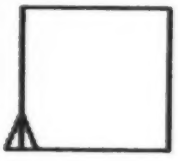
- Palm-to-side L circles near forehead

LOGO

LOGO is a recently developed programming language designed to teach programming to children of all ages. *LOGO* is known for its "turtle graphics."

Fingerspell
L-O-G-O

TO SQUARE
REPEAT 4 [FD 50 RT 90]
END



Loop

A set of instructions in a program that is repeated over and over (many times) until a certain result is obtained.

- Palm-to-side L circles forward

] 10 FOR A = 1 to 10
] 20 PRINT A
] 30 NEXT A

Magnetic

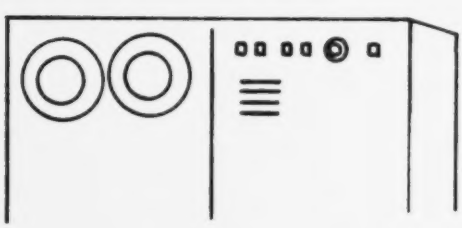
Having the ability to pick up and store electronic signals from a computer. A disk is a *magnetic* medium that picks up and stores information on its surface.

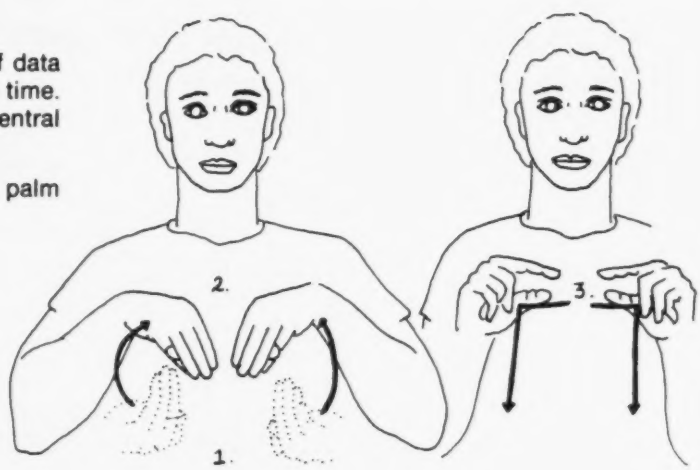
- Palm-down M's meet at index tips
- Palm-out C

Mainframe

A computer which can store large amounts of data and can be used by many people at the same time. Many terminals could be connected to a central computer, the *mainframe*.

- M-hands, palm-up, arc up and touch sides, palm down
- Palm-out G's outline frame





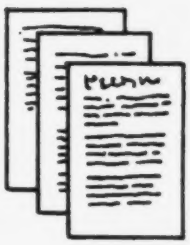
Manuscript

A written or typewritten document or composition.

■ M writes forward on palm-up other hand

OR

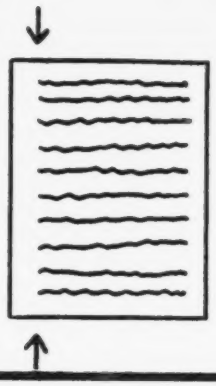
☐ Fingerspell M-S



Margin

The blank part of a page around the main body of printed or written text.

■ G-thumb slides down outside edge of palm-in other hand



Master

The original copy of a program or disk, from which duplicate copies may be made.

■ M-fingertips on shoulders pivot to palm-out and drop

Memory

The part of a microcomputer that stores (keeps) data either temporarily, or permanently for future use. The micro has two kinds of *memory*, ROM and RAM. Computer *memory* size is usually measured in kilobytes (K).

■ Extended-A thumb on forehead, twist at wrist

Menu

A list of choices presented by a program, usually on the display screen. A user may select an item that directs the software what to do next.

■ M-fingertips move down other palm; repeat (as if scanning menu)

Merge

To combine two or more files into a single file.

■ Palm-in bent 5-hands arc to mesh

Message

Information sent between two computers or between a computer and user.

- Fingertips of palm-in M-hand at mouth drop to touch palm-up other hand

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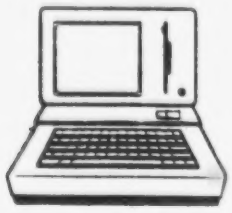
Micro

Very small. A microcomputer in which the central processing unit is contained on a single chip (microprocessor).

Fingerspell

M-I-C-R-O

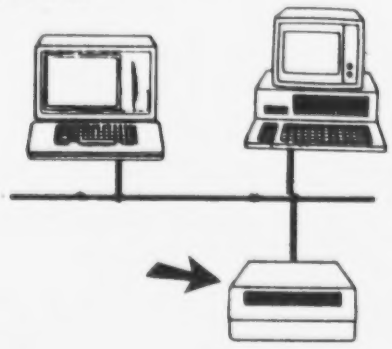


Mini

Small. A *mini*computer's memory and size are smaller than a mainframe computer and bigger than a microcomputer. A *mini*computer is capable of multi-user operation.

Fingerspell

M-I-N-I



Mode

A level of operation in a program, such as edit *mode* and print *mode*.

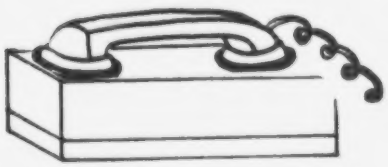
Fingerspell

M-O-D-E

Modem

A device that changes computer codes into signals that allow computers to communicate with each other through the telephone lines.

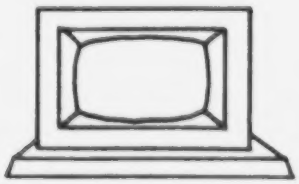
- M's outline square horizontally



Monitor

An input device that shows input and output from the microcomputer on its screen. A *monitor* is a television without the tuner.

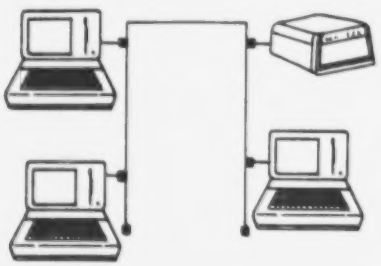
- Palm-down V-hands make large, horizontal clockwise circle



Network

An interconnected system of computers using the same storage device (hard disk drive). These computers are connected by cables or by telephone transmission lines through the use of a modem.

- Fingers of 5-hands overlap



New

A BASIC command that tells the computer to erase all existing program instructions from its memory so they can be replaced with *new* program instructions.

- Palm-up hand arcs down, brushes across other palm, and arcs up slightly

Normal

Standard. A computer screen normally displays text as white dot matrix characters on a black background instead of black on a white background.

- Palm-out N-hands tap together
- Fingerspell L

Off-Line

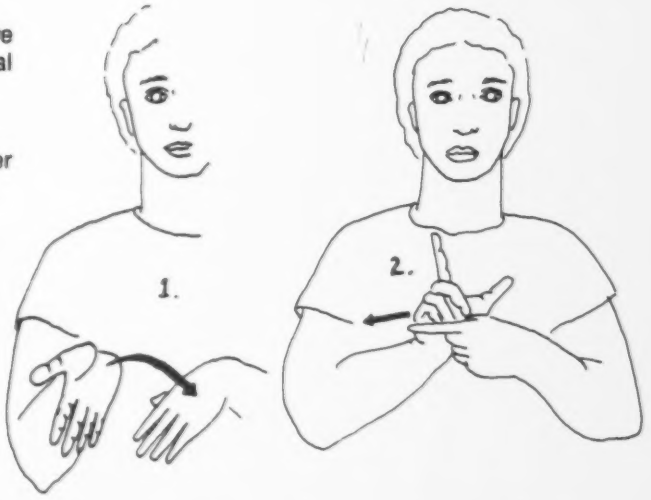
Equipment and software not under the direct control of the microcomputer. A printer can be *off-line* when not in use. Two computers that disconnect from each other over telephone lines are *off-line*.

- Palm on back of other hand, lift off
- Palm-out L slides along and off side of other index

On-Line

Equipment and software are *on-line* when they are in direct interactive communication with a central microcomputer.

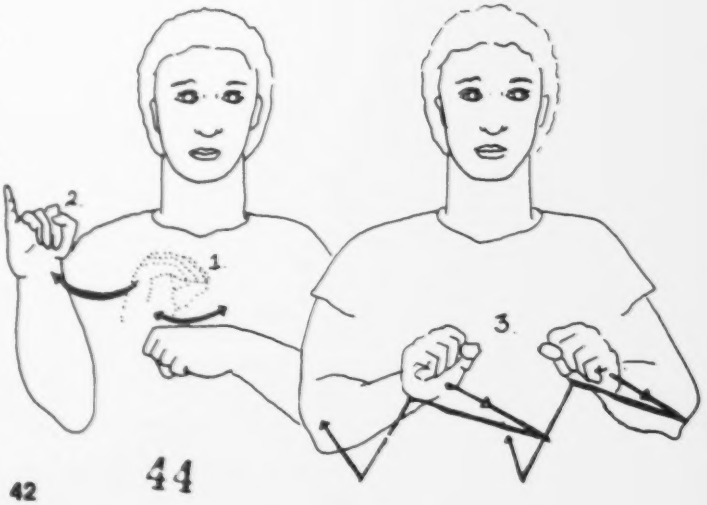
- Palm touches back of other hand
- Palm-out L slides along and off side of other index



Operating System

A software system used to manage the hardware and logical functions of a computer.

- Palm-out O arcs side-to-side, hitting back of other S
- Palm-in, I-hand twists in slight downward arc to side, ending palm-out
- S-hands move forward-side, back, then forward-side



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Output

Data and messages sent out by a computer. *Output* information is sent to a monitor, a printer, another computer or some other peripheral device.

- Flat O-hand pulls out from palm-to-side C
- Flat-O moves forward to put something down

Password

A word, list of characters or sequence of numbers that allows access to protected information. If the *password* is not known, the information cannot be retrieved (found).

- Palms facing, A-hand moves forward to pass other A
- Bent-L rests against other index

Peripheral

Extra equipment that can be added to the micro-processor. Examples of *peripheral* devices are disk drives, printers, modems and cards.

- P circles palm-up flat-O

Plot

A BASIC command (used in programming graphics) that tells a computer to light up a particular part of the screen.

- ■ Tip of P-hand plots a graph on other palm

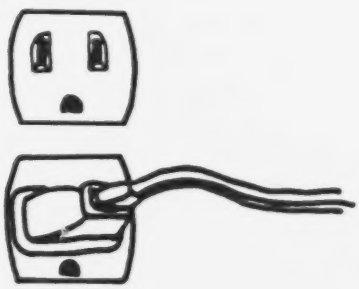
  OR

- □ Fingerspell P-L-O-T

Plug

A device used for making an electrical connection.

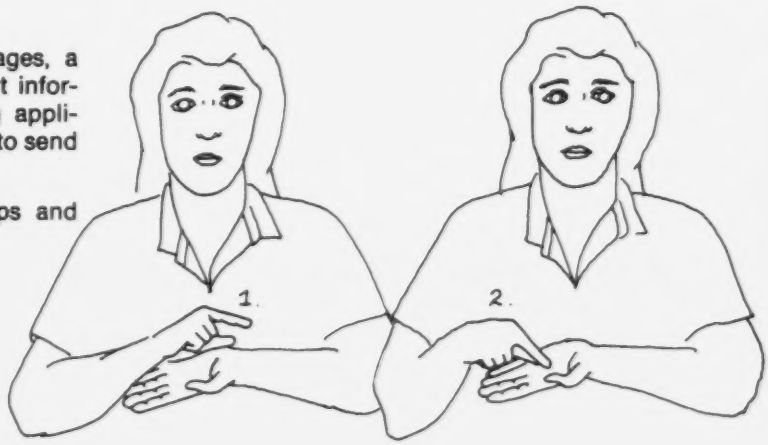
- ■ V-hand plugs onto vertical index



Print

In BASIC and LOGO programming languages, a *Print* command tells a computer to print out information on the screen. In word processing applications, a *Print* command tells the computer to send a document to the printer.

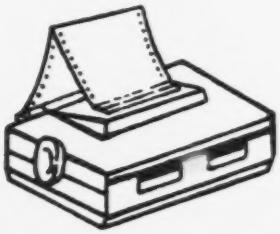
- ■ G-hand, slightly above other palm, drops and closes on palm



Printer

A device (machine) the computer uses that types out, or makes a paper copy (hard copy) of information in the computer's memory.

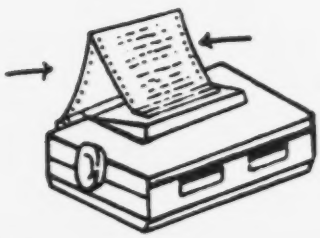
- G-hand, slightly above other palm, drops and closes on palm
- R, palm-out



Printout

A listing of a program or data in hard copy (paper) form. The output from a printer is a *printout.*

- G-hand, slightly above other palm, drops and closes on palm
- Flat O-hand pulls out from palm-to-side C



Procedure

In programming, a series of steps followed in a definite order that carry out (do) a task.

- Palms-facing bent hands move forward
- Side of U slides down other fingers and palm

Process

A series of actions or operations that gives specific results. When the computer processes information (input), it follows instructions given in the program and reports the results as output.

- P's circle over each other while moving forward

Program

A set of instructions describing actions for a computer to perform in order to accomplish a task.

- Middle fingertip of P moves up palm-in other hand, then down back of hand

Program Statement

An instruction (one statement) that tells a computer to do a specific task.

- Middle fingertip of P moves up palm-in other hand, then down back of hand
- Side of S on fingertips of other flat hand arcs down to heel
- Side of M slides down fingers and palm

Proofread

To read and mark corrections on a document.

- Back of F drops onto other palm
- Palm-down V-fingertips move down past other palm with wavy motion

Random

A result that cannot be predicted or guessed.

- R's move alternately up and down to each side

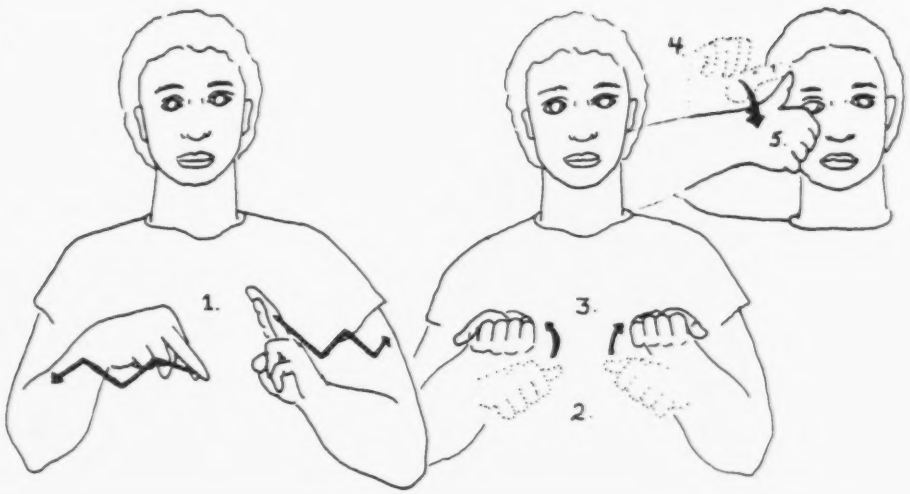
Random Access Memory (RAM)

The computer's working memory. When the computer is turned off, information in RAM disappears.

- R's move alternately up and down to each side
- A-hands, palms down, turn to palms up
- Extended-A thumb on forehead, twist at wrist

OR

☐ Fingerspell R-A-M



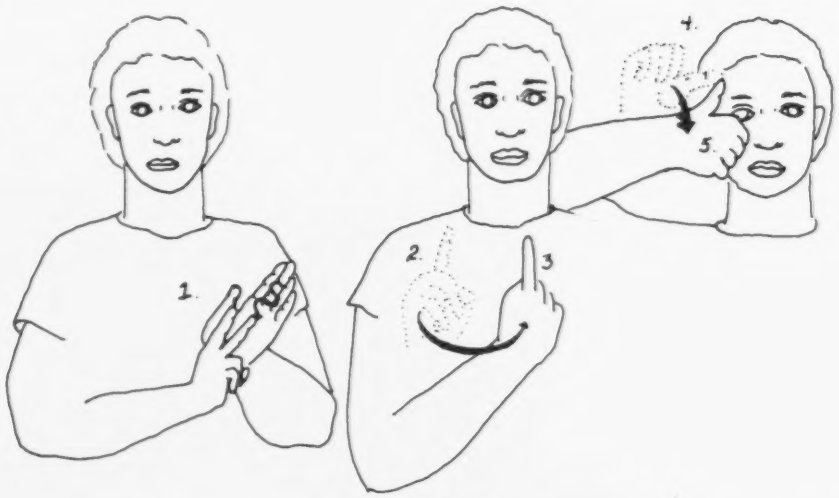
Read-Only Memory (ROM)

The computer's permanent memory, located on a small chip inside the computer. When the computer is turned off, the information in ROM remains.

- Palm-down V-fingertips move down past other palm with wavy motion
- Palm-out index twists to palm-in
- Extended-A thumb on forehead, twist at wrist

OR

☐ Fingerspell R-O-M



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Remark (REM)

A comment within a BASIC program. The comment may be a reminder to the user of what a certain line or part of a program does. A comment is not part of the program instructions.

Fingerspell

R-E-M

Report

The method of compiling (putting together) information into a final form. The final document.

- Palm-in R on lip turns to palm-down R on other palm

Reset

To start again or return to the original condition. The *reset* key on the computer keyboard is used with other keys to reboot a program (start again).

- R fingertips hit other palm
- Palm-in extend-A is set on back of hand

Response

An answer. When a user provides input to a computer, the computer's *response* is output.

- Index finger taps side of other R
- Fingerspell E

Retrieve

To find and bring in. A computer *retrieves* information from a storage device (disk) and loads it into memory.

- R-hands arc toward body

Return

Pressing the RETURN key causes the computer to load new information or data and return the cursor to the next line. In BASIC, a *Return* command tells the computer to exit the present operation and reenter the main program where it left off.

- R-hands point at each other, circle alternately toward body

Routine

A part of a program that does a job within a main program. This set of program instructions can be written and tested separately from the main program.

- R-hand moves up palm-in other hand, then back down hand

Run

A BASIC command that tells the computer to execute (do) a set of instructions. To *run* a program means to execute it.

- Index of L-hand links onto thumb of other L-hand; both move forward while flicking thumb and index

Save

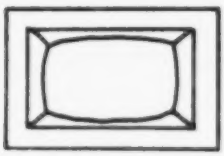
To transfer information from a computer's short-term memory to a disk or tape for later use.

- Fingers of V tap back of palm-in S

Screen

The face of the display monitor. A device which shows information visually.

- Palms-in, vertical 4 falls inside other horizontal 4, both palms-in



Section

A segment or part of a whole.

- Side of S slides through palm-up hand toward body

Semicolon

A punctuation mark used in programming. The *semicolon* has a specific meaning to the computer.

- Mime the writing of a semicolon

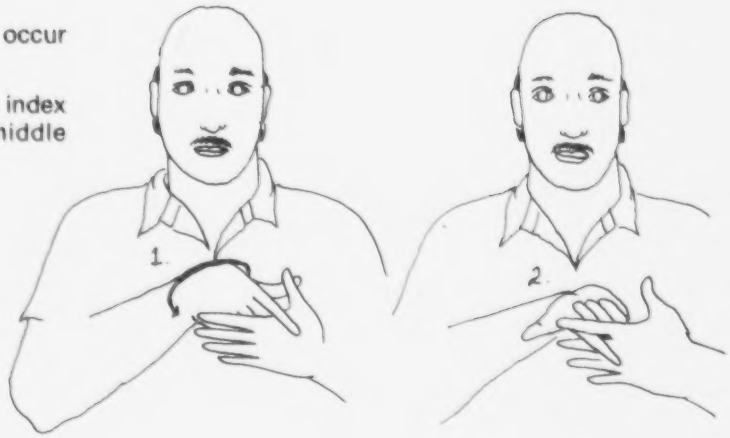
;

] 10 PRINT "I like the name"; NA$

Sequence

A defined pattern. The order in which events occur or items follow each other.

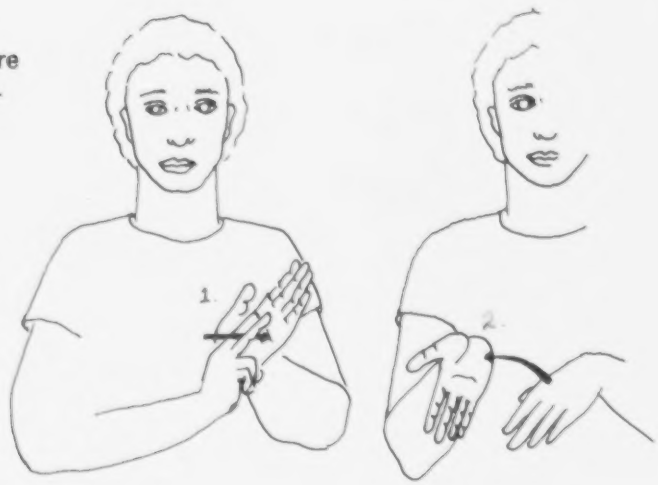
- Index of palm-down L between thumb and index turns to palm-up between index and middle fingers



Sign Off

To disconnect from another computer or software system. Usually used with electronic mail networks.

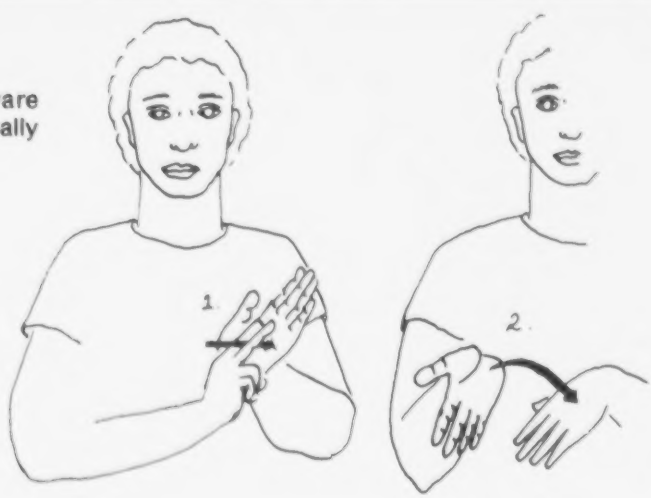
- U circles to side then touches palm
- Flat hand on back of other hand lifts off



Sign On

To connect with another computer or software system, usually through telephone lines. Usually used with electronic mail networks.

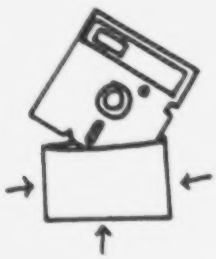
- U circles to side then touches palm
- Flat hand touches back of other hand



Sleeve

A removable protective paper cover used when handling or storing a disk. Also called an envelope. The *sleeve* must be removed before inserting the disk into a disk drive. Different from a disk jacket.

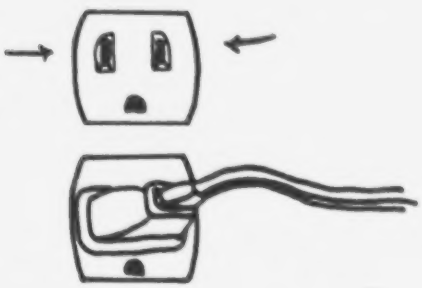
■ C-hand moves from elbow to grip wrist



Socket

An electrical outlet. A holder for a plug.

■ X taps side of palm-out S



Software

Programs (instructions and data) written for the computer and available on disk or tape.

■ Palm-up hands drop slightly, closing to flat O's, then repeat
■ Palm-up W arcs slightly up and down to side

OR

□ Fingerspell S-W

Sort

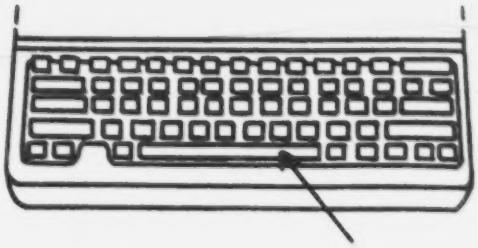
To separate into groups according to characteristics.

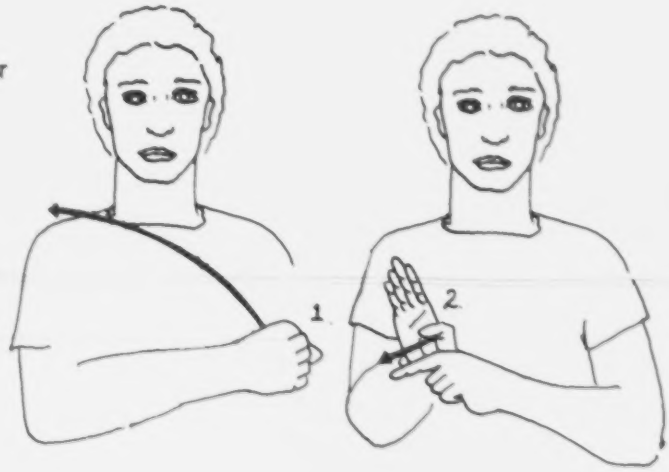
- Palm-down bent hands separate, move repeatedly

Space Bar

A key on the computer which makes the cursor move, leaving a blank space.

- S arcs up in front of face
- Palm-out B moves to side off index





Spreadsheet

A software program often used for managing budgets. It has a format for storing information in columns and rows so that arithmetic calculations can be made.

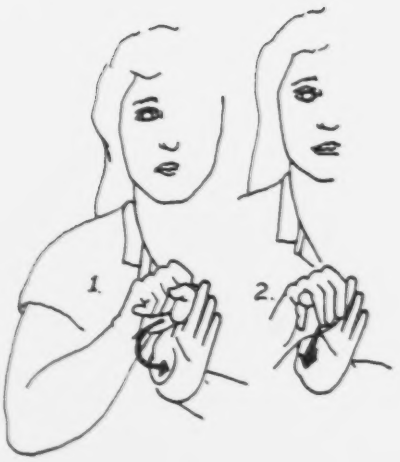
- O-hands, palms-down, spread to palm-down 5's
- Arm bends in and up, over hand near chest

Statement

In a programming language such as BASIC, a program *statement* is a group of words or characters that gives the computer an instruction.

- Side of S on fingertips of flat hand arcs down to heel
- Side of M slides down left fingers and palm

] 10 PRINT "Hello"



Store

To save information for use at another time.

- Flat-O behind C nods rapidly toward and away from side of C

String

A series of characters (letters, numbers, symbols) that the computer stores as one fact in its memory.

- I-fingertip shakes to side and down from S

Switch

A device which turns electrical current on and off. Or, in programming, the point at which the computer is told to branch (go to) a different location in the program

- Index fingers, almost touching, reverse positions vertically

Symbol

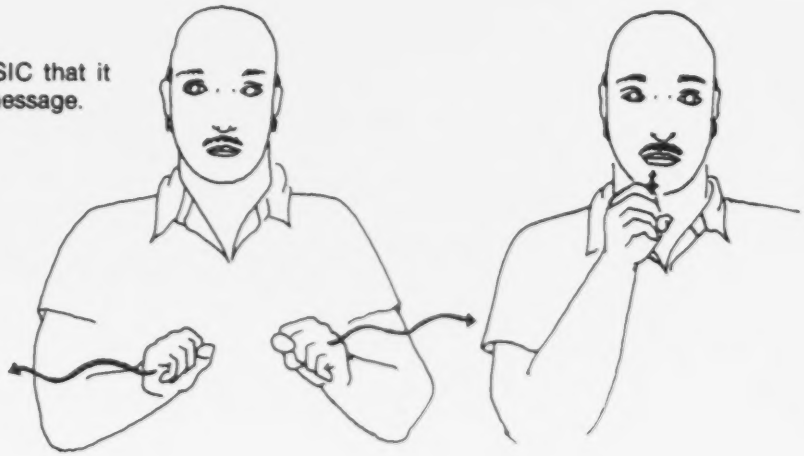
Something that stands for or represents something else. In BASIC, the asterisk * is a *symbol* that tells the computer to multiply.

- S on vertical palm, both move forward together.

Syntax Error

A computer responds to an input in BASIC that it does not understand with a *Syntax Error* message.

- S-hands separate, shaking slightly
- With side of E, hit chin lightly, twice



Tab

Pressing the TAB key moves the cursor a predefined number of spaces. To *tab* means to move to the next tab position.

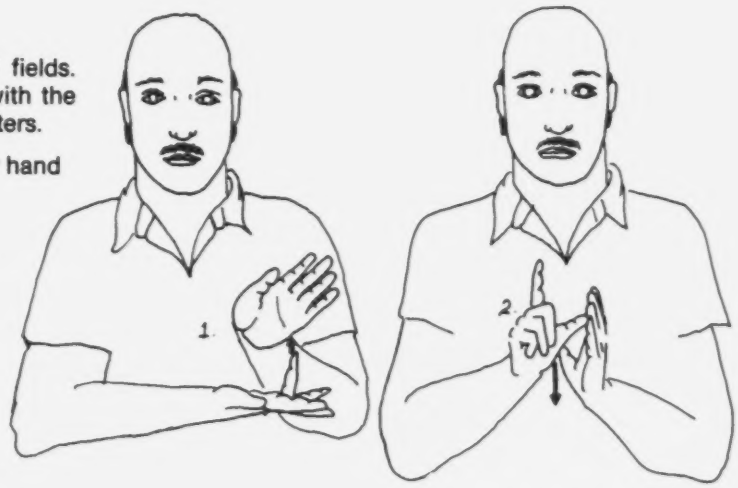
Fingerspell

T-A-B

Technology

The application of science to a variety of fields. Computer *technology* is a science dealing with the mechanical and electrical hardware of computers.

- Bent middle finger taps lower edge of other hand
- L-handshape slides down flat hand



Telecommunication

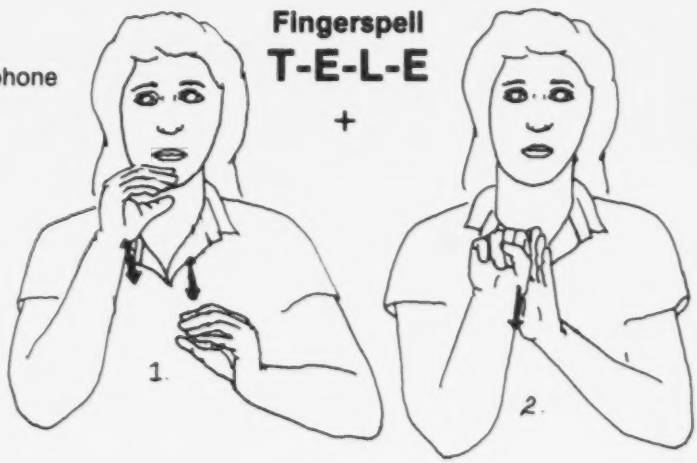
The exchange of information by means of telephone transmission lines, radio, satellite or telegraph.

- Fingerspell T-E-L-E
- C-hands move alternately to and from chin
- Side of S slides down fingers and palm

Fingerspell

T-E-L-E

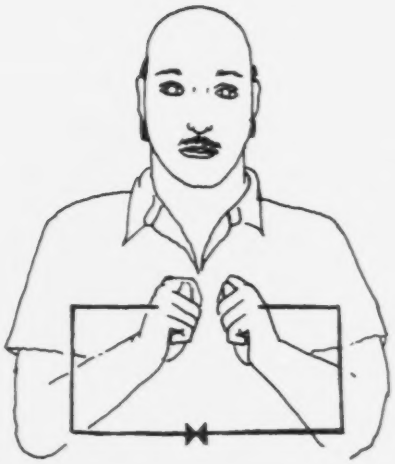
+



Terminal

A device for input and output of information which is connected to a mainframe or minicomputer. A *terminal* usually consists of a keyboard and screen.

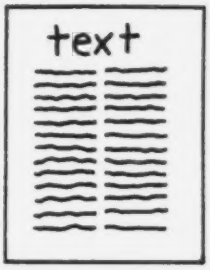
- T-handshapes outline a square



Text

Information in the form of letters and numbers.

- Bent-L taps against index as both move to side



Time Sharing

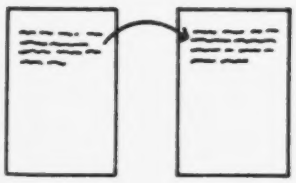
The use of one central computer by several users at the same time. Each user has a separate terminal which does not have to be physically close to the central computer.

- X-index finger taps wrist
- Side of hand sweeps on index side of palm-in hand
- Palm-in, I-hand twists in slight downward arc to side, ending palm-out

Transfer

To move information from one place to another.

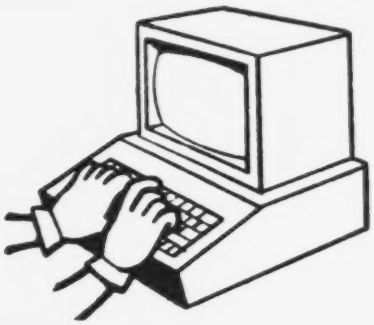
- Palm-down V lifts to bent-V and shoots to right to V again



Type

Use of the keyboard to input information into the computer.

- Mime typing



Value

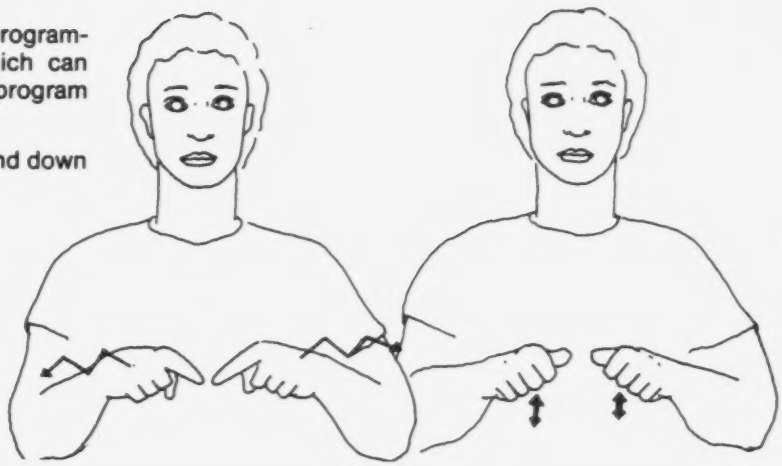
In programming, any information stored under a variable name is the *value* of that variable. In the program statement "LET A = 4," the *value* of the variable A is 4.

- Palm-up V's arc upward to touch indexes

Variable

A factor or condition which can change. In programming, a symbol stands for a *variable* which can assume one of many possible values. In the program statement "LET A = 4," the *variable* is A.

- Palm-down indexes move alternately up and down to each side
- Palm-down A's drop slightly



Verify

To make sure or prove to be true.

- Middle finger of V-hand makes a check mark in other palm

Vertical

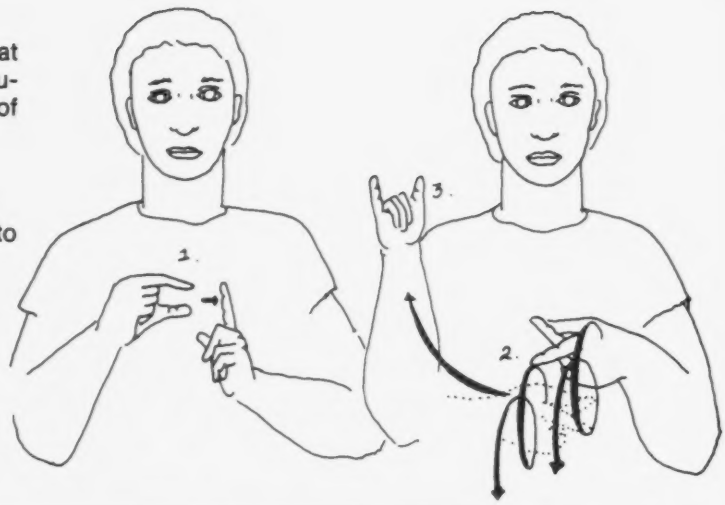
In programming graphics, the command VLIN tells the computer to light a line from top to bottom.

- Palm-out V pulls downward

Word Processing

A computer software applications program that allows the input of text to create letters and documents. Word processors have replaced the use of typewriters in many offices and schools.

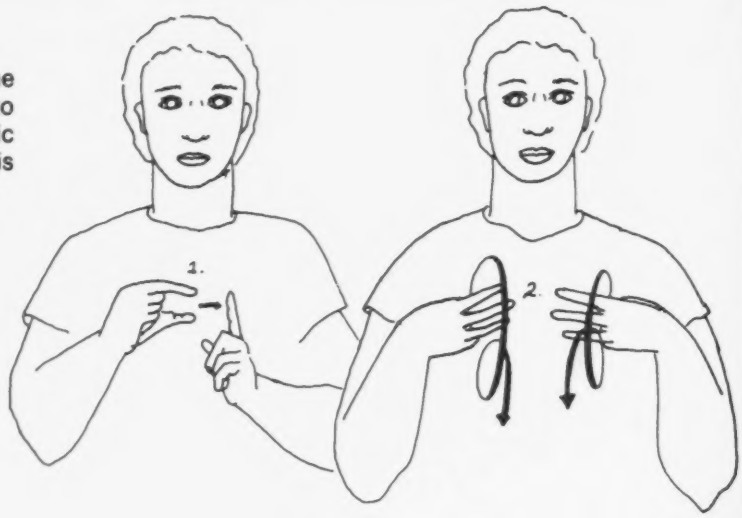
- Bent L rests against index
- P's circle over each other while moving forward
- Palm-in, I-hand twists in slight downward arc to side, ending palm-out



Word Wrap

Word wrap is the process of words continuing to the next line on the screen without requiring the user to press the RETURN key. There is an automatic carriage return at the end of a line of type. This process is a function in word processing programs.

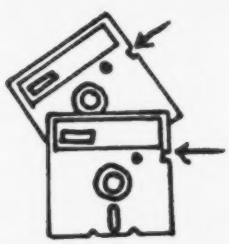
- Bent-L rests against index
- Palm-in W's circle each other, separate



Write Protect

A floppy disk has a *write protection* notch on the outer jacket. When this notch is covered, no information can be written to the disk. This is a useful method of protecting disks that contain valuable software programs or data.

- Thumb and finger of closed X write on palm
- S-hands, crossed at wrists, move forward



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